

Wednesday, September 17, 2003

**REPORTING OF THE RECORD TASK FORCE
BUSINESS MEETING**

**Administrative Office of the Courts
Sequoia Conference Room
Third Floor
455 Golden Gate Avenue
San Francisco, CA 94102
Phone: 415-865-7530**

**Wednesday, September 17, 2003
1:00 p.m. to 5:30 p.m.**

AGENDA

THIS AGENDA IS SUBJECT TO CHANGE

(Items Not Completed on This Day Will Carry Over to the Next Day)

Tab	Time	Item	Action Required	Presenter/Facilitator
	1:00 – 1:15 p.m.	Opening Remarks	❖ None	Administrative Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	1:15 – 1:30 p.m.	Resignation by Task Force Member New Task Force Member New Task Force Attorney	❖ Discuss Resignation and Welcome New Task Force Member and Staff Attorney	Administrative Presiding Justice James A. Ardaiz
	1:30 – 2:00 p.m.	Public Comment	❖ None	Administrative Presiding Justice James A. Ardaiz

Wednesday, September 17, 2003

Tab	Time	Item	Action Required	Presenter/Facilitator
1	2:00 – 2:15 p.m.	Report Regarding New Court Reporting Services Fee <i>Attachments (E-mailed):</i> <ul style="list-style-type: none"> • <i>Press Release</i> • <i>Schedule of AB 1759 Fees</i> • <i>Amended Rule of Court 892</i> • <i>Amended Gov. Code 68086</i> 	❖ None	Ms. Christine Patton, Regional Administrative Director, Bay Area/Northern Coastal Region
2	2:15 – 2:30 p.m.	Development of Curriculum on Court Reporting Issues <i>Attachment (E-mailed):</i> <ul style="list-style-type: none"> • <i>Interim Report by Maggie Cimino (CJER)</i> 	❖ None	Ms. Jeanne Millsaps, Member of the Reporting of the Record Task Force Other Project Members
3	2:30 – 3:00 p.m.	Previous Panel Presentation <i>Attachment (E-mailed):</i> <ul style="list-style-type: none"> • <i>Suggested Amendment to Ground Rules</i> 	❖ Discussion of the Panelists' Feedback and Impressions	Ms. Sharon Maher, Facilitator
4	3:00 – 5:20 p.m.	Implications of the Digital World on Transcripts Break <i>Attachments (E-mailed):</i> <ul style="list-style-type: none"> • <i>Chart of Data Elements</i> • <i>Chart of Characteristics</i> 	❖ Discussion of the Impact a Digital World Has on the Transcript	Ms. Sharon Maher
	5:20 – 5:25 p.m.	Hotel Shuttle Information	❖ None	Ms. Claudia Ortega, Lead Staff to the Reporting of the Record Task Force
	5:25 - 5:30 p.m.	Other Business/Adjournment	❖ None	Administrative Presiding Justice James A. Ardaiz

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**Thursday, September 18, 2003
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Tab	Time	Item	Action Required	Presenter/Facilitator
	8:30 – 8:45 a.m.	Recap of the Previous Day's Discussion	❖ Discussion to Summarize the Previous Day's Progress	Administrative Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	8:45 – 9:15 a.m.	Public Comment	❖ None	Administrative Presiding Justice James A. Ardaiz
1	9:15 – 9:25 a.m.	Draft Minutes – April and June 2003 <i>Attachments (E-mailed):</i> <ul style="list-style-type: none">• <i>April 2003 Draft Minutes</i>• <i>June 2003 Draft Minutes</i>	❖ Discussion and Approval of April and June Meeting Minutes	Administrative Presiding Justice James A. Ardaiz
	9:25 – 9:45 a.m.	Web site Correspondence to the Task Force www.courtinfo.ca.gov/courtadmin/jc/advisorycommittees.htm	❖ Discussion of Any Correspondence Received	Administrative Presiding Justice James A. Ardaiz

Thursday, September 18, 2003

Tab	Time	Item	Action Required	Presenter/Facilitator
2	9:45 – 12:00 p.m.	Transcript Format – Status Review and Identification of Common Events Break <i>Attachment (E-mailed):</i> <ul style="list-style-type: none"> <i>Transcript Format Decisions to Date with Pagination/Volume Decision (January 2003 Meeting)</i> 	❖ Development of Standards	Ms. Maura Baldocchi and Ms. Barbara Lane, Members of the Reporting of the Record Task Force Ms. Sharon Maher, Facilitator
	12:00 – 1:00 p.m.	Lunch		
	1:00 – 3:00 p.m.	Transcript Format – Identification of Speakers	❖ Development of Standards	Ms. Julie Peak and Mr. Tom Pringle, Members of the Reporting of the Record Task Force Ms. Sharon Maher
	3:00 – 3:15 p.m.	Break		
	3:15 – 5:25 p.m.	Transcript Format – Certificate/Confirmation of Compliance	❖ Development of Standards	Mr. Gary Cramer and Ms. Kary Parker, Members of the Reporting of the Record Task Force Ms. Sharon Maher
	5:25 – 5:30 p.m.	Hotel Shuttle Information	❖ None	Ms. Claudia Ortega
	5:30 p.m.	Adjournment	❖ None	Administrative Presiding Justice James A. Ardaiz

Friday, September 19, 2003

**REPORTING OF THE RECORD TASK FORCE
BUSINESS MEETING**

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**Friday, September 19, 2003
8:30 a.m. to 12:30 p.m.**

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Tab	Time	Item	Action Required	Presenter/Facilitator
	8:30 – 8:45 a.m.	Recap of the Previous Day's Discussion	❖ Discussion to Summarize the Previous Day's Progress	Administrative Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	8:45 – 9:15 a.m.	Public Comment	❖ None	Administrative Presiding Justice James A. Ardaiz
	9:15 – 9:20 a.m.	Airport Shuttle Information	❖ Sign Up for Shuttle(s) to San Francisco and Oakland Airports	Ms. Claudia Ortega, Lead Staff to the Reporting of the Record Task Force

Friday, September 19, 2003

Tab	Time	Item	Action Required	Presenter/Facilitator
1	9:20 – 12:15 p.m.	Reporting of the Record Task Force Draft and Final Reports Break <i>Excerpts from Judicial Council Committee Handbook (E-mailed):</i> <ul style="list-style-type: none"> • <i>Section I: Judicial Council and Committee Roles and Structures</i> • <i>How a Proposal Becomes a Rule</i> • <i>Development of JC-Sponsored Legislation</i> 	❖ Discussion of the Timeline for Dissemination of the Draft and Final Reports, the Role of the Task Force Members, and the Draft Table of Contents	Administrative Presiding Justice James A. Ardaiz Ms. Claudia Ortega Ms. Sharon Maher, Facilitator
	12:15 – 12:30 p.m.	Recap of Task Force Accomplishments to Date and Future Course of Action	❖ Discussion	Administrative Presiding Justice James A. Ardaiz
	12:30 p.m.	Adjournment	❖ None	Administrative Presiding Justice James A. Ardaiz